**Intermediate Spreadsheet Concepts Exercise 1**

http://www.abacustraining.biz/_themes/twc-table163/x005i.gif

Create a spreadsheet using the following information.  You are the owner of a fruit store; you have owned the fruit store for one complete year. Use the data below to construct a spreadsheet to display the sales figures for the first year of operation of your fruit store.

|  |  |
| --- | --- |
| 1) | Enter the raw data below, applying as many presentation Features (Font, Font Size, Font Colour, Number Formats and Colour, Cell Shading, Text Rotation, etc) to it as you wish. |
| 2) | Apply appropriate number formats to your numbers. |
| 3) | Centre your spreadsheet horizontally on the page |
| 4) | Give your spreadsheet an appropriate title and centre it across your spreadsheet. |
| 5) | Select the best page orientation for your spreadsheet. |
| 6) | Adjust the column width and row height to suit the layout you have selected. |
| 7) | Create formulas to calculate totals for each month. |
| 8) | Create formulas to calculate totals for each fruit item. |
| 9) | Setup an appropriate header for this spreadsheet. |
| 10) | Setup a page number for this spreadsheet and place it in the footer. |
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| --- | --- | --- | --- | --- | --- | --- |
|  | **Apples** |  |  | **Bananas** |  |  |
|  | January | 2298 |  | January | 6899.21 |  |
|  | February | 3512.56 |  | February | 6755.33 |  |
|  | March | 4929.67 |  | March | 6541 |  |
|  | April | 5883 |  | April | 6032.79 |  |
|  | May | 6237.77 |  | May | 5822.72 |  |
|  | June | 6566.78 |  | June | 5968 |  |
|  | July | 6213.88 |  | July | 6333.33 |  |
|  | August | 6001 |  | August | 6544.11 |  |
|  | September | 5799.69 |  | September | 6845.45 |  |
|  | October | 5527 |  | October | 7000.01 |  |
|  | November | 3914.55 |  | November | 7216.27 |  |
|  | December | 2564.99 |  | December | 7283 |  |
|  |  |  |  |  |  |  |
|  | **Oranges** |  |  | **Kiwifruit** |  |  |
|  | January | 4923.88 |  | January | 3349.12 |  |
|  | February | 4444.99 |  | February | 3899.87 |  |
|  | March | 3851 |  | March | 4336 |  |
|  | April | 3399.88 |  | April | 4892.01 |  |
|  | May | 3020.03 |  | May | 5217.97 |  |
|  | June | 3411.89 |  | June | 4764.10 |  |
|  | July | 3567.09 |  | July | 4523.22 |  |
|  | August | 3999.91 |  | August | 4501 |  |
|  | September | 4255.88 |  | September | 4219.91 |  |
|  | October | 4873 |  | October | 3877.49 |  |
|  | November | 5214.95 |  | November | 3712.12 |  |
|  | December | 5521.17 |  | December | 3555.56 |  |
|  |  |  |  |  |  |  |
|  | **Pears** |  |  | **Grapes** |  |  |
|  | January | 3310 |  | January | 4847.23 |  |
|  | February | 4524.65 |  | February | 5361.58 |  |
|  | March | 5992.76 |  | March | 5899.24 |  |
|  | April | 6961.44 |  | April | 6853.01 |  |
|  | May | 7447 |  | May | 5471.34 |  |
|  | June | 7583.87 |  | June | 4534.22 |  |
|  | July | 7393 |  | July | 4222.83 |  |
|  | August | 7110.10 |  | August | 4137 |  |
|  | September | 6637.96 |  | September | 3998 |  |
|  | October | 6275 |  | October | 3556.36 |  |
|  | November | 4841.71 |  | November | 3111.44 |  |
|  | December | 3456.11 |  | December | 2789.74 |  |
|  |  |  |  |  |  |  |
|  | **Peaches** |  |  | **Nectarines** |  |  |
|  | January | 5902.44 |  | January | 5310 |  |
|  | February | 7234.12 |  | February | 7772.71 |  |
|  | March | 5110 |  | March | 8219 |  |
|  | April | 3521.87 |  | April | 6989.33 |  |
|  | May | 1276.34 |  | May | 4535.52 |  |
|  | June | 1227.30 |  | June | 1873.38 |  |
|  | July | 1199.99 |  | July | 1198 |  |
|  | August | 1242.09 |  | August | 1241.63 |  |
|  | September | 1189.73 |  | September | 1187.57 |  |
|  | October | 1195.42 |  | October | 1222.21 |  |
|  | November | 1213.14 |  | November | 1432.43 |  |
|  | December | 1887.49 |  | December | 2137.78 |  |

**Intermediate Spreadsheet Concepts Exercise 2**

http://www.abacustraining.biz/_themes/twc-table163/x005i.gif

Create a spreadsheet using the following information.  You have been tasked with creating a spreadsheet to generate and stationery order for the month of March.

|  |  |
| --- | --- |
| 1) | Enter the raw data below, applying as many presentation Features (Font, Font Size, Font Colour, Number Formats and Colour, Cell Shading, Text Rotation, etc) to it as you wish. |
| 2) | Apply appropriate number formats to your numbers. |
| 3) | Centre your spreadsheet horizontally on the page |
| 4) | Give your spreadsheet an appropriate title and centre it across your spreadsheet. |
| 5) | Select the best page orientation for your spreadsheet. |
| 6) | Adjust the column width and row height to suit the layout you have selected. |
| 7) | Create formulas to calculate totals for each stationery item. |
| 8) | Create a formula to calculate the order total for the month. |
| 9) | Create a formula to calculate the G.S.T component of the order.  Note all prices include G.S.T, and the value of G.S.T is 10%. |
| 10) | Create a formula to calculate the net total (pre G.S.T) of the order for the month. |
| 11) | Setup an appropriate header for this spreadsheet. |
| 12) | Setup a page number for this spreadsheet and place it in the footer. |
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|  |  |  |
| --- | --- | --- |
| Description | Quantity | Cost per item |
| Note Pad | 202 | 2.85 |
| Highlighter Pen | 280 | 2.95 |
| Ball Point Pen Blue (pkt) | 520 | 2.50 |
| Ball Point Pen Red (pkt) | 340 | 2.50 |
| Ball Point Pen Green (pkt) | 250 | 2.50 |
| Exercise Book 1B | 35 | 4.95 |
| Cello-tape | 75 | 2.95 |
| Manila Folders | 100 | 2.95 |
| A4 Refill Pad | 90 | 5.95 |
| Writing Pad | 86 | 3.95 |
| Pencil Sharpeners | 110 | 0.95 |
| Crayons (pkt) | 80 | 3.85 |
| Pencils | 603 | 0.5 |
| Colour Pencils (pkt) | 50 | 2.95 |
| Felt Pens (pkt) | 40 | 3.95 |
| Staples (pkt) | 75 | 3.50 |
| Stapler | 30 | 9.95 |
| Hole Punch | 25 | 14.95 |
| Ring Binder | 45 | 10.95 |

**Intermediate Spreadsheet Concepts Exercise 3**

http://www.abacustraining.biz/_themes/twc-table163/x005i.gif

Create a spreadsheet using the following information.  You have been asked to prepare a spreadsheet using the results of a survey on the types of fizzy drinks people prefer.  3000 people where asked what their favourite fizzy drink is, and what their next preference would be if their favourite was not available.

|  |  |
| --- | --- |
| 1) | Enter the raw data below, applying as many presentation Features (Font, Font Size, Font Colour, Number Formats and Colour, Cell Shading, Text Rotation, etc) to it as you wish. |
| 2) | Apply appropriate number formats to your numbers. |
| 3) | Centre your spreadsheet horizontally on the page |
| 4) | Give your spreadsheet an appropriate title and centre it across your spreadsheet. |
| 5) | Select the best page orientation for your spreadsheet. |
| 6) | Adjust the column width and row height to suit the layout you have selected. |
| 7) | Create formula's to calculate the percentage of the total number of people surveyed that preferred a specific fizzy drink as their first preference. |
| 8) | Create formula's to calculate the percentage of the total number of people surveyed that preferred a specific fizzy drink as their second preference. |
| 9) | Setup an appropriate header for this spreadsheet. |
| 10) | Setup a page number for this spreadsheet and place it in the footer. |
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| --- | --- | --- | --- | --- |
|  | **Drink** | **1st Preference** | **2nd Preference** |  |
|  | Pepsi | 342 | 403 |  |
|  | Coca Cola | 359 | 367 |  |
|  | 7Up | 238 | 290 |  |
|  | Lift | 215 | 190 |  |
|  | Mountain Dew | 321 | 311 |  |
|  | Fanta | 103 | 80 |  |
|  | Ginger Beer | 180 | 380 |  |
|  | Leed Lemonade | 217 | 120 |  |
|  | Lemonade | 215 | 105 |  |
|  | L&P | 425 | 414 |  |
|  | Vanilla Coke | 203 | 67 |  |
|  | Don't Knows | 182 | 273 |  |

**Intermediate Spreadsheet Concepts Exercise 4**

http://www.abacustraining.biz/_themes/twc-table163/x005i.gif

Create a spreadsheet using the following information.  You have been asked to prepare a spreadsheet to show the profit and loss figure for the last financial year.  The profit and loss should be shown as dollars and as a percentage.

|  |  |
| --- | --- |
| 1) | Enter the raw data below, applying as many presentation Features (Font, Font Size, Font Colour, Number Formats and Colour, Cell Shading, Text Rotation, etc) to it as you wish. |
| 2) | Apply appropriate number formats to your numbers. |
| 3) | Centre your spreadsheet horizontally on the page |
| 4) | Give your spreadsheet an appropriate title and centre it across your spreadsheet. |
| 5) | Select the best page orientation for your spreadsheet. |
| 6) | Adjust the column width and row height to suit the layout you have selected. |
| 7) | Create formulas to calculate the profit / loss as a currency for each month. |
| 8) | Create formulas to calculate the profit / loss as a percentage for each month. |
| 9) | Create formulas to calculate the Annual Totals for the Income, expenditure, and profit / loss. |
| 10) | Create a formula to calculate the profit / loss for the whole year. |
| 11) | Setup an appropriate header for this spreadsheet. |
| 12) | Setup a page number for this spreadsheet and place it in the footer. |
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|  |  |
|  | |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | **Month** | **Income** | **Expenditure** |  | |  | March | 1259.9 | 1410.45 |  | |  | April | 1163.98 | 1499.10 |  | |  | May | 1533 | 1370.25 |  | |  | June | 1774 | 1440.8 |  | |  | July | 1631 | 1530.25 |  | |  | August | 1658 | 1490.55 |  | |  | September | 1781 | 1369 |  | |  | October | 1821.54 | 1420 |  | |  | November | 2233.82 | 1611.81 |  | |  | December | 2537.22 | 1577.63 |  | |  | January | 1650 | 1423.98 |  | |  | February | 1623 | 1598.12 |  | |

**Intermediate Spreadsheet Concepts Exercise 5**

http://www.abacustraining.biz/_themes/twc-table163/x005i.gif

Create a spreadsheet using the following information.  You have been asked to construct a spreadsheet for Mike's Mail Order Company.

|  |  |
| --- | --- |
| 1) | Enter the raw data below, applying as many presentation Features (Font, Font Size, Font Colour, Number Formats and Colour, Cell Shading, Text Rotation, etc) to it as you wish. |
| 2) | Apply appropriate number formats to your numbers. |
| 3) | Centre your spreadsheet horizontally on the page |
| 4) | Give your spreadsheet an appropriate title and centre it across your spreadsheet. |
| 5) | Select the best page orientation for your spreadsheet. |
| 6) | Adjust the column width and row height to suit the layout you have selected. |
| 7) | Create formulas to calculate delivered cost for each item. |
| 8) | Create formula's to calculate the Monthly Income for each Item, the Monthly Income from the delivery of each Item, and the total Monthly Income for each item. |
| 9) | Create formulas to calculate totals for each column in your spreadsheet. |
| 10) | Set the layout of your spreadsheet to display the header or column labels at the top of each page when printed. |
| 11) | Setup an appropriate header for this spreadsheet. |
| 12) | Setup a page number for this spreadsheet and place it in the footer. |
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| --- | --- | --- | --- | --- |
|  | **Item** | **Price** | **Delivery Charge** | **Ordered This Month** |
|  | Bath Towels | $6.95 | $5.00 | 319 |
|  | Bathroom Radio | $24.95 | $8.00 | 150 |
|  | Bathroom Scales | $99.95 | $10.00 | 63 |
|  | BBQ | $199.95 | $20.00 | 38 |
|  | Beach Towels | $9.95 | $5.00 | 412 |
|  | Board Games | $39.95 | $8.00 | 95 |
|  | Book Ends | $29.95 | $10.00 | 241 |
|  | Book Shelf | $49.95 | $15.00 | 168 |
|  | Camera | $69.95 | $10.00 | 112 |
|  | Card Games | $14.95 | $5.00 | 243 |
|  | Carving Fork | $17.95 | $5.00 | 177 |
|  | Clothes Hanger | $4.95 | $5.00 | 588 |
|  | Computer Games | $89.95 | $5.00 | 126 |
|  | Cooking Timer | $21.95 | $5.00 | 169 |
|  | Cordless Telephone | $119.95 | $10.00 | 87 |
|  | Curtain Rails | $129.95 | $10.00 | 94 |
|  | Curtains | $124.95 | $8.00 | 317 |
|  | Digital Camera | $999.95 | $10.00 | 349 |
|  | Digital Clock | $99.95 | $10.00 | 476 |
|  | Double Sheets | $49.95 | $5.00 | 355 |
|  | Electric Blender | $299.95 | $20.00 | 122 |
|  | Electric Knife | $149.95 | $10.00 | 52 |
|  | Electric Mixer | $399.95 | $20.00 | 12 |
|  | Fan Cooker | $199.95 | $20.00 | 49 |
|  | Fire Extinguishers | $249.95 | $20.00 | 79 |
|  | Hand Towels | $7.95 | $5.00 | 513 |
|  | King Sheets | $69.95 | $5.00 | 299 |
|  | Kitchen Scales | $89.95 | $15.00 | 83 |
|  | Kitchen Utensils | $29.95 | $10.00 | 197 |
|  | Microwave Oven | $799.95 | $20.00 | 42 |
|  | Model Boat | $59.95 | $10.00 | 179 |
|  | Model Plane | $99.95 | $10.00 | 134 |
|  | Model Yacht | $64.95 | $10.00 | 187 |
|  | Night Light | $29.95 | $8.00 | 262 |
|  | Pillow Slips | $7.95 | $5.00 | 578 |
|  | Pillows | $19.95 | $10.00 | 345 |
|  | Plant Pots | $9.95 | $5.00 | 899 |
|  | Queen Sheets | $59.95 | $5.00 | 444 |
|  | Rotary Oven | $249.95 | $20.00 | 68 |
|  | Security Lights | $64.95 | $10.00 | 81 |
|  | Serving Spoon | $9.95 | $5.00 | 164 |
|  | Single Sheets | $29.95 | $5.00 | 475 |
|  | Smoke Detectors | $19.95 | $5.00 | 687 |
|  | Stop Watch | $34.95 | $5.00 | 265 |
|  | Tea Towels | $18.95 | $5.00 | 947 |
|  | Tennis Balls | $8.95 | $5.00 | 1,421 |
|  | Wall Clock | $49.95 | $10.00 | 186 |
|  | Wine Opener | $29.95 | $5.00 | 197 |
|  | Wine Racks | $79.95 | $20.00 | 59 |
|  | Fruit Bowl | $29.95 | $5.00 | 799 |
|  | Carving Knife | $19.95 | $5.00 | 1,254 |
|  | Tooth Picks | $3.95 | $5.00 | 2,233 |
|  | Screwdriver Set | $19.95 | $5.00 | 588 |
|  | Drill Set (10 Piece) | $24.95 | $5.00 | 472 |
|  | Electric Tooth Brush | $23.95 | $5.00 | 991 |
|  | Coffee Cup Set | $14.95 | $10.00 | 631 |
|  | Tea Set | $39.95 | $10.00 | 481 |
|  | Lipstick Selection | $21.95 | $5.00 | 999 |
|  | Quick Burner | $19.95 | $5.00 | 1,087 |
|  | BBQ Lighters | $9.95 | $5.00 | 2,378 |
|  | Cup Hooks | $2.95 | $5.00 | 2,594 |
|  | Table Tennis Bats | $10.95 | $5.00 | 276 |
|  | Table Tennis Balls | $1.95 | $5.00 | 552 |
|  | Table Mats | $12.95 | $10.00 | 773 |
|  | Chopping Board | $14.95 | $15.00 | 182 |
|  | House Alarm System | $199.95 | $20.00 | 95 |
|  | Massage Pillow | $49.95 | $10.00 | 423 |
|  | Christmas Tree Lights | $29.95 | $10.00 | 432 |
|  | Christmas Decorations | $24.95 | $10.00 | 587 |
|  | Dinner Set | $38.95 | $20.00 | 333 |
|  | Potato Masher | $9.95 | $5.00 | 199 |
|  | Potato Peeler | $7.95 | $5.00 | 156 |
|  | Potato Eye Remover | $5.95 | $5.00 | 123 |
|  | Apple Core Remover | $5.95 | $5.00 | 138 |
|  | Electric Toaster | $99.95 | $15.00 | 185 |
|  | Camping Oven | $149.95 | $20.00 | 50 |
|  | Tent (2 person) | $189.95 | $20.00 | 42 |
|  | Tent (4 person) | $249.95 | $20.00 | 68 |